



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

HEALTH RECORD TECHNICIAN III

SALARY RANGE	\$3511 - \$4399
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Client Records
FINAL FILING DATE	August 7, 2015

DESCRIPTION OF DUTIES: Under the general supervision of the Director Quality Assurance and the Clinical Record Consultant, the Health Record Technician III is responsible for the overall management and supervision of the CRD, to include accurate maintenance of various health record systems (records, files, indices, data bases, etc.). Works with structured records and procedures to complete assignments, following facility and Department of Developmental Services' policies and procedures, and complying with the various federal and state regulatory, Department of Developmental Services and facility requirements. Responsible to assist with development, maintenance, and compliance of policies, procedures and practices, re: operation and security of automated data systems; accurate audits of clinical record data; completion of reports of findings for residences/program/facility management staff; reviews assigned procedures at least annually, and updates procedures as necessary due to revisions; assures back-up coverage for other desks within the Clinical Record Department to ensure all required duties are completed at required.

WHO MAY APPLY: Candidates with list or transfer eligibility for the classification will be considered. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 p.m.). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: HEALTH RECORD TECHNICIAN III
RELEASE DATE: 07/24/15